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ABSTRACT

This selected, annotated list of business information and reference sources in the University of Cincinnati Libraries includes literature guides, bibliographies, indexing and abstracting services, dictionaries, encyclopedias, handbooks, biographical sources, directories, legislative and administrative regulation sources, financial sources, fact books, periodicals, loose-leaf services, statistical sources, dissertations, and operating ratios materials. In addition, an explanation of the standard industrial classification system is included. Call numbers and shelving locations in the library are indicated. (CWM)

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THE UNIVERSITY OF CINCINNATI LIBRARIES
DEPARTMENT OF REFERENCE AND BIBLIOGRAPHICAL SERVICES

A SELECTED AND ANNOTATED GUIDE TO BUSINESS REFERENCE SOURCES IN THE UNIVERSITY OF CINCINNATI LIBRARIES

Compiled and annotated by
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For Business and Economics

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Wahib Nasrallah

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

REFERENCE LIST IN BUSINESS AND ECONOMICS NO. 2

Revised September, 1978

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TABLE OF CONTENTS

I. GUIDES TO THE LITERATURE OF BUSINESS . . . . . p. 1

II. BIBLIOGRAPHIES . . . . . p. 2

III. INDEXING AND ABSTRACTING SERVICES . . . . . p. 4

IV. DICTIONARIES AND ENCYCLOPEDIAS . . . . . p. 8

V. HANDBOOKS. . . . . p. 9

VI. BIOGRAPHICAL SOURCES . . . . . p. 10

VII. DIRECTORIES . . . . . p. 11

VIII. LEGISLATIVE AND ADMINISTRATIVE REGULATION SOURCES . . . . . p. 14

IX. FINANCIAL SOURCES . . . . . p. 15

X. STANDARD INDUSTRIAL CLASSIFICATION SYSTEM . . . . . p. 18

XI. STATISTICAL SOURCES - DOMESTIC AND INTERNATIONAL . . . . . p. 18

XII. BUSINESS RATIOS . . . . . p. 25

XIII. FACT BOOKS . . . . . p. 26

XIV. A SELECTED LIST OF BUSINESS PERIODICALS . . . . . p. 27

XV. LOOSE-LEAF SERVICES . . . . . p. 33

XVI. DISSERTATIONS . . . . . p. 34

This guide is a selected and annotated list of business information sources in the University of Cincinnati Library system which students and researchers would find helpful in initiating a library search in business and related fields.

Due to the nature and use patterns some sources may have special shelving locations. Locations are indicated above/or below the call number. For a list of abbreviations used throughout the guide see below.

Current issues of periodicals are kept in the Periodicals Room. Bound volumes are kept together with the general book collection in the stacks. To locate bound volumes of periodicals check the serial record.

For a more comprehensive list of business reference sources, see:

Daniels, Lorna. Business Information Sources.
Berkeley: University of California Press, 1976.
(Ref. Z7164 .C81D27 Quick Reference Shelf)

Abbreviations Used Through the Guide

AI	–	Accountant Index
Appl. Sci. & Tech. Ind.	–	Applied Science & Technology Index
BPI	–	Business Periodicals Index
ch	–	Chemistry Library
en	–	Engineering Library
IAOR	–	International Abstracts in Operations Research
Leg. per.	–	Index to Legal Periodicals
MIC	–	Issues available on microforms (check with Periodical Service Desk for assistance in using microforms)
mus	–	Music Library
PAIS	–	Public Affairs Information Service. Bulletin
P.R.	–	Periodical Room
pharm	–	Pharmacy Library
QRS	–	Quick Reference Shelf
R.G.	–	Reader's Guide to Periodical Literature
Ref.	–	Reference Room
Ref. L.C.	–	Reference Locked Case
Series	–	Check under the series title in the Card Catalog
Table #__	–	Index tables are located in the Reference area adjacent to the Card Catalog

I. GUIDES TO THE LITERATURE OF BUSINESS

1. Z7164 .C81A385 1967

Alexander, Raphael

Business Pamphlets and Information Sources; a guide to currently available pamphlets, reprints, and paperbacks in the field of business, and to organizations and government agencies which are sources of business information, arranged by subject.

2. Ref. Z7164 .C81C75 1964

Coman, Edwin T.

Sources of Business Information. 1964

A comprehensive guide to business information sources dealing with different phases of business activities.

3. Ref. (Quick Ref. Shelf) Z7164 .C81D27

Daniels, Lorna

Business Information Sources. Berkeley, University of California Press, 1976.

The most comprehensive update of Edwin T. Coman's sources of business information. An excellent source to use in locating business information.

4. Z675 .B8J6

Johnson, H.W.

How to Use the Business Library, With Sources of Information.

Arrangement of this guide is by type of publication rather than by subject. It is intended as a guide for training in the use of the business library.

5. Ref. HF5353 .E5

Encyclopedia of Business Information Sources. 1976

A detailed listing of primary subjects of interest to managerial personnel, with a record of sourcebooks, periodicals, organizations, directories, handbooks, bibliographies, and other sources of information. Volume 1 is arranged by subject field and volume 2 by geographical areas.

6. Ref. HF5353 .E9

Executive Guide to Information Sources.

A detailed listing for management personnel of 2,300 business and business-related subjects, with a record of periodicals, organizations, bureaus, directories, bibliographies, and other sources concerned with each topic.

Series

Management Information Guides.

A series of books devoted to a listing of information sources on specialized business and economic area. Each book deals with a specific subject, citing books, periodical articles, government reports, encyclopedias, associations,

dictionaries, etc. About 40 guides have been published so far. Some guides are listed below. Others can be located in the card catalog under the series entry Management Information Guides.

7. Ref. Z7164 .C81D33 — Accounting Information Sources. (MIG no. 18)

8. Ref. Z7164 .C81W85 — Business Trends and Forecasting Information Sources. (MIG no. 9)

9. Ref. Z7164 .I7T44y — Insurance Information Sources. (MIG no. 24)

10. Ref. Z7164 .C8W5 — International Business and Foreign Trade Information Sources. (MIG no. 14)

11. Ref. Z7164 .F5W6 — Investment Information Sources. (MIG no. 19)

12. Ref. Z7164 .P96H8 — Public Utilities Information Sources. (MIG no. 7)

13. Ref. Z7164 .T8M4 — Transportation Information Sources. (MIG no. 8)

II. BIBLIOGRAPHIES

14. Ref. Z7164 .C81A63 — American Management Association
Index to AMA publications

Descriptive list of books, pamphlets, periodicals training aids, etc. -- supplemented each year by a monthly list of new studies. The base volumes are ten-year index of AMA publications and annual supplements.

15. Ref. Z7164 .M18A5 — American Marketing Association.
Bibliography series

Annotated bibliographie on various topics in marketing. The following are the latest published.

no. 26 - New product planning
no. 27 - Social responsibility in marketing
no. 28 - Market segmentation
no. 29 - Marketing doctoral dissertation abstracts
no. 30 - Marketing profitability analysis

16. Ref. Z7164 .U5A8

Associated University Bureau of Business & Economic Research
Bibliography of Publications of University Bureaus of Business and Economic Research. (Annual)

These are publications which do not appear in the traditional indexes found in libraries. Included are books, bulletins, monographs, working papers, and periodicals. The bibliography is arranged in 3 sections: 1) publications by institution 2) by subject 3) by author. At the end there is a list of periodicals published by the various bureaus of business.

17. Ref. Z7164 .M18A5 no. 2 1974

A Basic Bibliography on Marketing Research: compiled by Robert Ferber.

Updates the earlier bibliography published in 1962 and covers the period 1962-1973. The arrangment is classified by subject. The primary divisions are: background materials, techniques of marketing research, areas of application, and miscellaneous topics. Each division is further subdivided to reflect specific subjects and new trends in marketing research.

18. Ref. Z7164 .F5B77

Brealy, Richard
A Bibliography of Finance and Investment. 1973

Includes books, articles, and dissertations on the theory and practice of finance. The citations are listed under a subject classification devised by the compiler. Outline of the classification is listed at the beginning.

19. Ref. Z7164 .C81B66

Brooke, Michael Z.
International Business Bibliography. 1977

Books published in the last twenty years and articles published in the last five years. Citations are listed by author with a very broad subject index at the end.

20. Com Z7164 .C81K76 1973

Kubin, Konrad W.
A Bibliography of International Accounting. 1973

Among the topics dealt with are: Accounting and economic development; Comparative concepts and practices; Foreign currency translation; International accounting standards. A large section of the bibliography is devoted to accounting by geographic area and country.

21. (Latest in Ref) Z7164 .C81H24

Harvard University. Graduate School of Business Administration. Baker Library Core Collection. (Annual)

A collection of about 4,000 current business and other related books. Author and subject approaches.

22. Z7164 .V3M3
MacBride, Dexter
The Bibliography of Appraisal Literature. 1974

An extensive bibliography sponsored by the American Society of Appraisers covering various areas in the field of appraisal sciences. The bibliography is divided into 15 chapters ranging from appraisal theory and methods to government property and concerns.

23. Z1223 .C75
U.S. Dept. of Commerce. Library
United States Department of Commerce Publications. 1952

A catalog and index to selected publications of the Department of Commerce and its predecessor agencies from 1790-Oct. 1950, and supplement for 1951-52; 1953, 1954, 1955. (See next citation for continuation of supplements)

24. Govt. Documents cl.2: p 96
Supplement to the Department of Commerce Publications.

Continues the series of cumulations started in the first supplement covering 1951-52.

25. Ref. Z7164 .C81U718
U.S. Small Business Administration
Small Business Bibliography

A series of very useful bibliographies on selected small businesses and other topics of interest to small business. Each bibliography lists governmental and non-governmental publications. Names of associations and periodicals are often listed. The bibliographies are updated periodically.

III. INDEXING AND ABSTRACTING SERVICES

26. Ref. Z7164 .C81A5 table #4
Accountant's Index

A comprehensive index to books, pamphlets and articles on finance and accounting. Listings are by authors, titles, and subjects. The source of each article or publication is given. A publishers directory at the end of the volume shows where each publication can be obtained.

27. Ref. Z7164 .C81C77 table #4
Accounting Articles

A cumulated, annotated loose-leaf index to articles in accounting and business periodicals. The bibliography is arranged by broad subjects and has two cumulated indexes, by specific subjects and by authors.

28. en Z7913 .A6
Applied Science and Technology Index

Subject index to over 200 selected journals in the fields of aeronautics, automation, chemistry, construction, electricity, electronics, engineering, geology and metallurgy, industrial and mechanical arts, machinery, physics, transportation and related subjects.

29. Ref.
Z7164
.C81B74
table #4

Business International Corporation
Master Key Int. (Quarterly)

A quarterly and cumulative index to publications issued by Business International. The index is divided into three sections: "Worldwide Management Techniques", "Country Index", and "Company Index". A very useful index for students in International Business.

30. Ref.
Z7164
.C81B8
table #4

Business Periodicals Index

Cumulative subject index to periodicals in the fields of accounting, advertising, and public relations, automation, banks, communications, economics, finance and investment, insurance, labor, management, marketing, taxation, etc.

31. (Located in Ref.)
Z7164
.E2B28
table #4

Conference Board Cumulative Index. (Annual)

Covers the Conference Board publications in the fields of administration, business, economics, finance, personnel, marketing, international operations and public affairs. Arranged in alphabetical by subject.

32. Z7164
.C81153y
table #4

Current Accounting Literature (1971 with annual supplements)

Catalogues current books, pamphlets and periodicals on accounting in the member's library of the Institute of Chartered Accountant in England and Wales.

33. Ref.
Z7164
.C81F13
table #4

F & S Index International
(Library receives annual cumulation only)

Complements F & S Index on an international level. Indexes some 1,000 domestic and foreign periodicals, very useful for research in international business. Arranged in 3 parts: (1) by SIC; (2) by region and country (3) by company.

34. Ref.
Z7164
.C81F8
table #4

F & S Index of Corporations and Industries

This is especially useful for corporate news. Subject matter includes mergers and acquisitions, technological developments, analyses by security firms, labor relations, company earnings, government reports, etc. Section one indexes industry and products by SIC. Section two indexes corporations alphabetically. The index includes articles on companies and industries that have appeared in selected financial publications and on brokerage house reports.

35. Ref.
Z7164
.E2A5
table #7

Index of Economic Articles in Journals and Collective Volumes

A listing by classified subjects and authors of English language articles in major economic journals and in collective volumes published during the year. 1968 is the latest available year.

36. Ref.
Z1223
.Z7E5
table #6

Index to U.S. Government Periodicals. (Quarterly)

Indexes more than 130 periodicals published by Government agencies. Published quarterly with annual cumulations.

37. Ref.
Z7164
.Z7E7
table #4

Insurance Literature. (Bi-monthly) (Special Libraries Association. Insurance Division)

A current bibliography covering all aspects of the insurance field. The bibliography is arranged by broad subject area of insurance.

38. Ref.
QA90
.I3
table #4

International Statistics in Operations Research

Each issue is arranged in 5 parts. These are the digest, abstracts and reviews, journal name abbreviations, author index, and subject index. The abstracts and reviews section is subdivided into four major divisions: models of common processes, experiment and special applications, theoretical; professional. The abstracts or reviews are informative, not too short.

39. Ref.
HB1
.J63
table #7

Journal of Economic Literature (Quarterly)

Very useful. Indexes several periodicals of prime interest to business research. Each issue includes: an annotated list of new books, classified by subject; a subject index of article in current periodicals; selected abstracts of the more significant articles, by subject; tables of contents for current economics journals. Critical book reviews are at the beginning of each issue.

40. Ref.
HD28
.M23
table #4

Management Research (Bi-monthly)

A journal of abstracts dealing with administrative thought and practice, human factors, and the environment of management. The journal provides short abstracts of periodical articles and books.

41. Ref.
Z7164
.S76Z61
table #4

Marketing Information Guide (U.S. Bureau of Domestic Commerce)

Annotations of selected publications of government agencies, universities, associations, publishing companies, etc. Detailed subject index to each issue. Cumulations in June and December. Among the best sources for market research.

42. Z7164
.C81
.P41683
table #4

Personnel Literature

An abstracting service listing books, pamphlets, and other publications received in the library of the Civil Service Commission. Periodical articles, unpublished dissertations, and microforms are also listed. Entries are listed under broad subject areas relating to personnel administration.

63. Ref.
[illegible]
.L4[illegible]
cattle 84

Personnel Management Abstracts

The index section is arranged in three separate sections, by subject, author, and title. A brief description of the article is given in the subject section. A number of articles are described in longer abstract form ("about 250 words").

64. Ref.
[illegible]
.M48
cattle 81

Poverty and Human Resources

Covers human, social, and economic problems and solutions. Abstracts are arranged under eleven broad subjects. Each issue also has an author index and a subject index.

65. Ref.
BF1
.P62
cattle 810

Psychological Abstracts. (Monthly with semi-annual)

Provides summaries of the world literature in psychology and related literatures. Covers the areas of general psychology, experimental psychology, social and applied psychology. Within applied psychology are subdivisions on occupational attitudes and behavior, personnel selection and training, personnel evaluation and performance, management and management training, organizational behavior and job satisfaction, human factors engineering, and marketing and advertising.

66. Ref.
[illegible]
.P88
cattle 88

Public Affairs Information Service. (Daily) Pamphlet

Lists [illegible], by subject, current books, pamphlets, selected periodical articles, government documents and other useful library materials in economic and public affairs. Emphasis is placed on fact and statistical information.

67. Ref.
HE30
.R36
cattle 89

Rand Corporation
Selected Rand Abstracts

A subject index to Rand Corporation books, reports, and papers. All entries are abstracted. The 81 library maintains all Rand papers, reports, and other publications.

68. Ref.
Z1224
.A19
Refs at
Ref. Desk.

U.S. Superintendent of Documents
Monthly Catalog of U.S. Government Publications

A current bibliography of publications issued by all branches of the government including congressional publications. The main body of the work is arranged by the superintendent of documents classification system. In addition, indexes by author, title, subject, and series/report are provided.

69. Ref.
HG1
.W23
cattle 84

Wall Street Journal. Index

The index is divided into two sections:
1. corporate news
2. general news
Issued monthly with annual cumulation.

66. [illegible]

66. Gut, [illegible] (Gut)

Clark, Donald T.,
Dictionary of Business and Fi nce. (197

The specialized meaning of terms used in business and finance, both the local meaning and the more technical applications are defined and explained.

71. Gut, [illegible] (Gut [illegible])

Encyclopedia of Accounting Systems. (1974)

Describes and illustrates accounting systems for a broad spectrum of labor-intensive businesses, professions, and non-profit organizations. Each chapter has the following components: Industry in brief, the accounting system, account classifications and books of account, data processing procedures, cost systems, risks and control, chart and equipment records and depreciation, data processing applications, time-saving techniques for small, medium and large-sized businesses.

76. Gut, [illegible] (Gut)

Ferman, Herman D.

Illustrated Encyclopedic Dictionary of Real Estate Terms.

Over definitions are supplemented with selection of useful legal instruments and forms.

77. Gut, [illegible] (Gut)

Gerard, Emil
The Encyclopedia of Management

A comprehensively revised edition of this work originally published in 1963. Entries range in size from half-page definitions to 10 page articles. The articles are usually supplemented by references to other sources. One of the most useful areas works on management and the related fields.

78. Gut, [illegible] (Gut)

Greenwood, Ken
Illustrated Dictionary of Management. (197

Covers the whole area of business and management since 1,000 entries.

81. Gut, [illegible] (Gut [illegible])

Gutkin, Eric L.
A Dictionary for Accountants. (197

A concise list of accounting terms and phrases which are defined in non-technical language. The explanations range from one sentence to several pages with tables and charts.

82. Gut, [illegible] (Gut)

The Prince-Hall Dictionary of Modern Economics. (197

The dictionary provides a simple definition of approximately 1,000 frequently used modern economic terms. A description of approximately 100 persons, events, and

non-profit agencies, association, etc. is also included, whenever necessary charts and diagrams have been used. References are made to sources of economic data.

57. Ref. HG151 .M8 1973
Munn, Glen G.
Encyclopedia of Banking and Finance

The author goes considerably beyond the bare definition of terms. He illustrates the definition with examples and discusses the use of the term in order to make the meaning clear.

58. Ref. HG8025 .O84
Osler, Robert W.
Glossary of Insurance Terms.

A special glossary at the end of pension and profit sharing terms.

59. Ref. HD4839 .R612 1971
Roberts, Harold S.
Roberts' Dictionary of Industrial Relations

A second revised edition keeps this standard work up-to-date with new terminology in the field, especially in the areas of public employee bargaining, disadvantaged worker, equal employment opportunities, the poor, the black worker, minority youth, etc.

60. Ref. HB61 .S54 1971
Sloan, Harold S.
Dictionary of Economics. 5th edition.

61. Ref. HG4513 .W92 1973
Wychoff, Peter
The Language of Wall Street

A glossary of financial terms.

V. HANDBOOKS

Business handbooks provide a general survey of the field. They are highly factual sources of information of special value to those who need a quick refresher of the field. Listed below are a few examples:

62. Ref. HF5621 .A3
Accountant's Handbook

63. HG2491 .B3
The Bankers Handbook

64. HF5566 .C68
Credit Management Handbook

65. HD31 .V34
Financial Executive's Handbook

66. Ref. HF5550 .F5 — Financial Handbook

67. HD31 .M375 — Handbook of Business Administration

68. HF1007 .S65 — Handbook of International Marketing

69. Ref. HF5415 .F78 — Marketing Handbook

70. T56 .A5 — Production Handbook

VI. BIOGRAPHICAL SOURCES

71. Ref. HD2745 .D8 table #1 — Dun and Bradstreet, Inc. Dun and Bradstreet Reference Book of Corporate Management. (Annual)

Contains data with respect to directors and selected officers of approximately 2,400 companies. These are companies with annual sales of $20 million or more.

72. Ref. HF5500 .I6 — International Businessmen's Who's Who

The work includes biographical sketches of prominent figures engaged in export, import, and related fields "from some sixty of the world's largest countries".

73. Com HG4057 .A6 — Poor's Register of Corporations, Directors, and Executives

See annotation in the Directories Section.

74. (Latest in Ref.) E174 .A1W5 — Who's Who in America

Biographical data on prominent living Americans. Supplemented by Who Was Who in America which contains sketches of deceased persons.

75. (Latest in Ref.) HD69 .C6W5 — Who's Who in Consulting

A reference guide to professional personnel engaged in consultation for business, industry and government. The guide has a subject approach and is subdivided geographically.

76. (Latest in Ref.) HF3023 .A2W5 — Who's Who in Finance and Industry

Detailed information about the individual's business activities. Lists the positions a person has held and the firms he worked for together with any directorship held in other corporations.

77. (Latest in Ref.)
HG8253
.W5

Who's Who in Insurance

A biographical dictionary published by Underwriter Printing and Publishing Co. Contains short biographies of persons prominent in the insurance business.

78. Ref:
HD8073
.A1W5

Who's Who in Labor

Biographie of persons currently active in the labor movement. Supplementary reference materials at the end of the directory includes a listing of union and employee associations. A section on government offices serving labor, a list of labor studies centers, a glossary of labor terms, and a bibliography of labor periodicals.

79. (Latest in Ref.)
HF3023
.Z2W5

World Who's Who in Commerce and Industry
See —
Who's Who in Finance and Industry

VII. DIRECTORIES

80. (Latest in Ref.)
HF5415
.A2B7

Bradford's Directory of Marketing Research Agencies and Management Consultants in the U.S. and the World. (Bi-annual)

Geographical listing of agencies. Usually includes fields of activity and the name of the top officers. The second section includes an index by type of service performed and the name of agency performing it.

81. (Latest in Ref.)
HD69
.C6W37

Consultants and Consulting Organizations Directory

Firms and individuals active in conducting consultation services. Each listing provides names of top officers and a brief description of the services rendered and to what clients.

82. (Latest in Ref.)
HG4057
.A2
table #1

Directory of Corporate Affiliates. (Annual with three supplements)

Lists about 2,500 American parent companies with subsidiaries and affiliates. Section two is an index by name of subsidiary.

83. (Latest in Ref.)
QRS
HD24.5
.D53

Directory of National Trade and Professional Associations of the United States (Annual)

Alphabetical list of about 4,300 national trade and professional associations, with key word and executive indexes. Gives chief officer, approximate number of members, annual budget, and publications.

84. (Latest in Ref.)
TS24
.O3A5
table #1

Directory of Ohio Manufacturers

Approximately 18,000 Ohio manufacturers. Main arrangement is geographic by county and further subdivision

by city. Information includes address, telephone, key officers, number of employees, annual sales, and SIC number. Three indexes - 1) alphabetical 2) product index 3) index by SIC

85. Ref. HF5035 .D8 table #1

Dun and Bradstreeet, Inc.
Middle Market Directory (Annual)

Lists approximately 33,000 U.S. companies with an indicated worth of $500,000 - $999,999. Gives officers, products, SIC, approximate sales and numbers of employees. The directory has two indexes: 1) by geographical areas 2) by SIC numbers.

86. (Latest in Ref.) HC102 .D8 table #1

Dun and Bradstreeet, Inc.
Million Dollar Directory (Annual)

33,000 companies with a net worth of a million or more. The directory is comparable to Poor's Register, but includes more firms and less biographical information on individuals.

87. Ref. HD69 .I709y table #1

Dun and Bradstreeet, Inc.
Principle International Business

In the same tradition of other Dun and Bradstreet directories. About 44,000 principle international businesses from 1135 countries. Three main sections: 1) geographical by country is the main section with all the data 2) SIC 3) alphabetical.

88. QRS HS17 .E5

Encyclopedia of Associations

A comprehensive list of all types of national associations, arranged by broad classification, and with an alphabetical and keyword index. Gives name of chief officer, brief statement of activities, number of members, names of publications, etc.

89. (Latest in Ref.) HF5038 .C5B76 Ask at Ref. Desk

Greater Cincinnati Business and Industry Directory

Very useful. Information includes: name and address, telephone, SIC number, description of products, number of employees, market served, type of organization, parent company, subsidiaries, top executives. The directory has an alphabetical product index and a classified product listing by SIC.

90. HF54 .G7K4

Kelly's Manufacturers and Merchants Directory, Including Industrial Services

World directory of merchants and manufacturers with comprehensive coverage for British Isles, and sections listing companies by major product for other countries.

91. (Latest in Ref.)
HF5415
.2
.I5

International Research Directory of Market Research Organizations

About 900 research organizations in about 60 countries. A description of the scope of activities of each, the product group expertise, services, and facilities are included.

92. Ref.
HG4961
.M66
table #1

Moody's Complete Corporate Index.

An alphabetical index by name to all corporation appearing in Moody's Investment manuals. The manuals indexed are: The Industrial, OCT, Transportation, Bank and Finance, and Public Utilities. The index lists only parent companies so you need to know the corporate relationship before you consult the index.

93. (Latest in Ref.)
HG1536
.P635
table #1

Polk's World Bank Directory (semi-annual)

Geographical list of U.S. and world banks, giving officers and directors, correspondents, out-of-town branches assets and liabilities. Supplementary materials in the beginning and end of the directory includes banking statistics, list of bank holding companies, transit numbers, banking and financial associations, list of financing and leasing companies, and state bank data.

94. (Latest in Ref.)
HG4057
.A4
table #1

Poor's Register of Corporations, Directors, and Executives. (Annual)

Alphabetical list of approx. 33,000 U.S. and Canadian Corporations, giving officers, products, SIC, sales range and number of employees. The second section gives brief information about 75,000 executives and directors. The register has a geographical index and an index by SIC.

95. (Latest in Ref.)
T12
f.T6
table #1

Thomas Register of American Manufacturers. (10 volumes, annual)

Volumes 1-6 list manufacturers by specific product; volume 7 is an alphabetical list of companies, giving address, branch offices, subsidiaries, products, estimated capitalization. Volume 8 is an "index" to product classification and includes a list of leading trade names (pink sheets), boards of trade, Chambers of Commerce. Volume 9-10 are "catalogs of companies".

In addition to general business directories, there are several specialized directories dealing with one line of business e.g. World Wide Directory of Computer Companies: Wiesenberger's Investment Companies; National Minority Business Directory, etc.

VIII. LEGISLATIVE AND ADMINISTRATIVE REGULATION SOURCES

The following sources are helpful in locating current legislation, texts of statutes, and legislative history of statutes. They will also help in locating bills, acts, resolutions, committee prints, senate and house reports, senate and house documents, and administrative regulation.

96. Ref. J69 .C6 (Latest Congress) tables 17-18

Congressional Index (Commerce Clearing House) (loose-leaf service)

Provide access to status of all legislation pending in Congress by listing and indexing all public bills and resolutions and reporting their progress from introduction to final disposition. Provides you with essential information to locate the legislation such as sponsors, titles, dates and numbers of the current legislation.

97. Ref. KF49 .C62 tables 17-18

CIS/Index (Congressional information service)
Monthly with quarterly and annual cumulations.

Indexes and abstracts all publications of Congress (except the Congressional record). Types of publications covered include: committee hearings, committee prints, house and senate reports and documents, house and senate special publications, senate executive report and senate executive documents.

CIS has a detailed index of subjects and names, plus an index of bill reports, and document numbers, and one of committee and subcommittee chairmen.

The following are additional sources for finding legislative and administrative regulation

- For texts of current Laws see:

98. Ref. K345.212 .U5 (Latest 2 years on table 17-18

U.S. Code Congressional and Administrative News

99. Govt. Documents K345.11 1845

U.S. Statutes at Large

- Slip laws are available in the Government publications section.

100. To locate slip laws ask at the Reference Desk.

- For Congressional debates see:

101. Govt. Documents J11 .R5

The Congressional Record and its Index

- For up-to-date information on Congressional activities see:

102. CQ Congressional Quarterly Weekly Report

103. Ref. JK1 .N28 (Latest on table 17-18) The National Journal

- For current regulations of an administrative agency see:

104. Documents Section G54 .108 Code of Federal Regulation

The code is updated by the daily Federal Register (G54 .107 Documents Section)

- For a subject approach to current regulation see various loose-leaf services

105. Located on index table #16 i.e. trade regulation, reporter, labor relations reporter, common market reporter, etc.——

IX. FINANCIAL SOURCES

Annual Reports

106. The Reference Department collects annual reports from the top 1,600 U.S. corporations. For location of the reports ask at the Reference Desk.

Investment Manuals and Services (Comprehensive)

107. Ref. HG4961 .M65 table #1 Moody's Bank & Finance Manual

Over 8,300 national, state, and private banks, plus insurance companies, mutual funds and closed end investment companies, real estate firms, holding companies, mortgage and finance companies, SBIC's Federal credit agencies and guarantee mortgage companies are covered in this manual.

108. Ref. HG4961 .M67 table #1 Moody's Industrial Manual

Factual statistics on industrial companies listed on the N.Y. and American stock exchanges plus some import and unlisted companies. For each corporation, company history, subsidiaries, products, plants, comparative balance sheets, financial and operating data, stock and bond descriptions, price ranges, and Moody's rating of bonds are listed. Plus statistics on basic industries, indexes of bond yields, stock and commodity prices; 10 year stock price ranges, industry classification and legal investment lists.

109. Ref.
HG4931
.M58
table #1

Moody's Municipal and Government Manual

Over 13,000 entities are covered - Federal agencies, states, counties, cities, school districts, ports, villages, and foreign governments. It gives you area and population data, debt due, schedule of bonded debt, comparative statistics of finances, valuations, taxes, and ratings. Also included are taxable vs. tax exempt securities and comparisons of tax exempt yields vs. government and corporates.

110. Ref.
HG4961
.M7237
table #1

Moody's OTC Industrial Manual

Has the same approach as Moody's Industrial Manual for over-the-counter industrial corporations.

111. Ref.
HG4961
.M72H5
table #1

Moody's Public Utilities

Factual statistics on utility companies, including company history, management, subsidiaries, capital structure, acquisitions, contracts and franchises, long-term earnings record, rate schedules, operating data and ratios, service statistics, income and surplus accounts and descriptions of their stocks and bonds.

112. Ref.
HG4971
.M74
table #1

Moody's Transportation Manual

Information on over 900 transportation companies including air, rail and bus lines, barge and steamship lines, oil pipe lines, traction lines, tunnel bridge and canal companies, trucking and tank car companies. It gives company history, management, details on leased lines and properties, subsidiaries, territories serve traffic statistics, financial and operating results, detailed income accounts, comparative balance sheets, Moody's rating of their bonds.

113. Ref.
f.HG4905
.S65
table #1

Standard & Poor's Corporation.
Standard Corporation Records. (loose-leaf service in six volumes)

Similar in scope and subject matter to Moody's Manual. Includes a well indexes daily news section, with weekly and annual cumulations.

Standard and Poor's Corporation
Stock Reports

These reports are really 3 separate services with the following titles.

114. Ref.
HG4905
.S662
table #1

Over-the-Counter and Regional Exchange Stock Reports
(4 Volumes)

115. HG1905 .S648 table #1 — Standard A.S.E. Stock Reports (4 Volumes)

116. Ref. HG4905 .S4432 table #1 — Standard NYSE Stock Reports (4 volumes)

Two page company reports. Each gives fundamental position. Income and balance sheet statistics, finance, and capitalization.

Investment Manuals and Services (General)

117. HG4028 .D5M5 table #1 — Moody's Dividend Record

Gives current information on dividend declarations, payment dates, ex-dividend dates, dividend meetings, income bond interest payments, payments on bond and default, stock split-ups, stock subscription rights, and preferred stocks called.

118. (Latest in Ref.) HG4905 .M8 table #1 — Moody's Handbook of Common Stock

Gives financial data plus charts on common stocks. Revised quarterly.

119. Ref. HG4905 .S6431y table #1 — Standard & Poor's Corporation Fixed Income Investor

Superseded the Bond Outlook. Analyses all phases of current and future bond markets.

120. Ref. HD2356 .U557 ref. desk. — Standard & Poor's Corporation Industry Surveys

Provides economic and investment analysis of more than 53 leading industries. Financial comparisons of leading companies within each industry is given. The survey also projects industry trends, volume, prices, profits and dividends.

121. Ref. HG4501 .S71 table #1 — Standard & Poor's Corporation The Outlook

Weekly publication. Gives concise current information on various firms and industries. It can be called a weekly business magazine for investors.

122. Ref. HG4501 .V26 table #1 — Value Line Investment Survey

Gives ratings and reports on about 1,500 stocks in 76 industries, with monthly specified situation analysis and supervised account reports. Fortnightly commentaries, appraise political and economic conditions.

X. THE STANDARD INDUSTRIAL CLASSIFICATION SYSTEM

What it is: The (SIC) classification is a uniform numerical system for classifying establishments engaged in economic activity in the United States.

Purpose: Its basic purpose is to facilitate the collection, tabulation, presentation, and analysis of data relating to establishments.

Organization: The Economy is divided into divisions, major groups (using 2-digit numbers), groups (using 3-digit numbers), and industry (using 4-digit numbers). Example below:

Division D. Manufacturing
Major group no. 25. Furniture and fixtures
Group no. 252. Office furniture
Industry no. 2522. Metal office furniture

Some private research firms have adopted this classification to provide for a 5 digit system to allow for more precision in locating data on a product i e. Predicasts Inc. in their Funk and Scott Index of corporations and industry, and other various publications.

Uses: The classification was initially established for use within the Government for statistical purposes. It is now widely used by individual business firms for classification of their customers and suppliers in market research, as well as by non-government research and business organizations, and trade and professional associations which compile statistics supplementing those provided by Federal agencies.

The following is a partial list of sources utilizing this classification scheme:

1 - Bureau of Census, Census Industry Statistics
2 - Directories of corporations such as Dun and Bradstreet's, Standard and Poor's, etc
3 - Indexes to periodicals such as P & I and P & S International
4 - Computer data bases such as Predicasts Terminal System
5 - Indexes to statistics such as American Statistical Index

The latest edition of the Classification Manual was published in 1972 with a supplement published in 1977.

123. QHS Ref. HF1041 .U613 — Standard Industrial Classification Manual

XI. STATISTICAL SOURCES

Indexes

124. Ref Z1223 .Z7A5y table #17 — American Statistics Index (Annual kept up-to-date by monthly supplement; with cumulations)

A comprehensive index to the statistical publications of the U.S. Government. The index describes the content

of these publications fully. The index has two main classification schemes 1) by subject and 2) by categories i.e. Geographic breakdowns, Economic breakdowns, and Demographic breakdowns.

123. QA5 Statistics Sources
27551
.S84
1974

A subject guide to data on industrial, business, social, education financial, and other topics for the United States and selected foreign countries.

U.S. Statistical Sources

126. QA5 Business Statistics (U.S. Bureau of Economic Analysts)
BC1
.A1982
suppl.
1973

A biennial statistical supplement to survey of Current Business. Provides an historical record of the statistical series appearing currently in the Survey of Current Business. Monthly statistics cover the most recent 4 years. Yearly averages begin with 1939.

127. (Latest in Ref.) The Commodity Yearbook. (Annual)
HC14
.C6

A statistical compilation covering about 102 commodities. Provides statistics on world production, consumption, exports and imports, prices, stocks.

128. (Latest in Ref.) The Conference Board.
.HC106 A Guide to Consumer Markets. (Annual)
.3
.B373

A statistical almanac approach makes this source very useful for quick reference. Statistics cover U.S. population; employment; income; consumer expenditures; production and distribution; prices. Thoroughly illustrated with graphs, charts and tables. Also includes a glossary of terms used throughout.

The Economic Censuses

Very detail statistical profiles of a large segment of the national economy. This program includes the following censuses:

129. (Latest in Ref.) The Census of Manufacturing
HD9724
.A47

In 3 volumes, reports on manufacturing industries in every state, including for each: number of establishments, value of shipments, cost of materials, capital expenditures, assets, rents, inventories, employment and payrolls, and value added by manufacture. Volume 1 contains subject statistics on manufacturers inventories, expenditure for plat and equipment, selected materials consumed, selected metalworking operations and special statistics on manufacturing activity in government establishment, concentration ratio in manufacturing, type of organization, materials in manufacturing, textile machinery in place, fuels and electric energy consumed; Volume 2

covers industry statistics by SIC numbers; Volume 4, data on locations of manufacturing plants, including tabulations by state and county; Volume 5, indexes of production for both manufacturing and mining industries. The Survey of Manufactures and the Current Industrial Reports update part of the information provided in the census.

133. (Located in Ref.)
HF5429
.3
.U535

The Census of Retail Trade

Statistics on establishment and firm size (including legal form of organization, capital expenditures, fixed assets, rental payments, and miscellaneous subject reports. Volume 2 deals with area statistics by state. Volume 3 deals with major retail center statistics also by state.

134. (Located in Ref.)
HD9981
.6
.U54

The Census of Selected Services

Provides similar data to the retail census, but covers more than 150 kinds of service industries, such as hotels, laundries, automotive services, amusement and recreation services, law firms, engineering firms, dental laboratories, etc.—

135. (Located in Ref.)
HE17
.A2

The Census of Transportation

Comprises 3 distinct surveys. The National Travel Survey covers number of persons taking trips, number of trips taken, person-trips, person-miles, person-nights, and accommodations used by such travel characteristics as means of transport, purpose of trip, etc.— The Truck Inventory Survey gives data on the characteristics and uses of the nation's private and commercial truck resources; the number of vehicles and selected characteristics such as major use, annual vehicle miles, year model, body type and vehicle miles class—etc.— The Commodity Transportation Survey deals with characteristics of intercity commodity shipments originated by manufacturers, including ton-miles, means of transport, etc.—

136. (Located in Ref.)
HF3017
.A3

The Census of Wholesale Trade

Statistics of wholesale businesses by area. Data includes number of establishments, sales, payroll, employment, operating expenses, etc, legal form of organization, type of operation, etc.—

The other two census in the Economic Censuses are the Census of Construction Industries (see Bure (DE. 2341A:) and the Census of Mining (See. Bure (DE.23518:)

134. Census Ref.)
HC103
.A72

Handbook of Basic Economic Statistics
(Annual with monthly supplement)

Summary of historical data for the United States. Every statistical series shows business composite annual data back to 1913, or to the first year thereafter for which figures are available.

135. Census HB1)
U.S. D:_____

Handbook of Labor Statistics

Most aspects of labor and employment are discussed. The usual arrangement is a brief review of the current situation supported by statistics covering varying lengths of time.

136. CB4
H66716
.B73

Statistics, Inc.
Handbook

Approximately 10,000 cities serve arranged by selected Standard Industrial Classification. The data is collected from government and non-government sources. The Handbook contains data for 1960, 1961, and 1962-present for each series. The annual growth rate (last three years over the first three years) is given.

137. Census Ref.)
QF76218
.A56

Sales Management.
Survey of Buying Power

Metropolitan area ranking. Data on population, households, effective buying income, retail sales, median household income, buying power index, areas ranked by type of business. 200 counties are ranked by population, 600 and households average 100,000 or more. 200 cities are ranked by population. Part II of the survey gives projected statistics of metropolitan areas.

138. Ref.
HE5620
.T72

Standard and Poor's Corporation.
Statistical Service

Current and basic statistics in the following areas: banking and finance; production and labor; price indexes (commodities); income and trade; building and building materials; transportation and communications; electric power and fuels; metals; autos, rubber and chemicals; paper; agricultural products; security price index record.

139. Ref.
HB3179
.A2

U.S. Bureau of the Census
Directory of Federal Statistics for States, A Guide to Sources

A comprehensive finding guide to available published sources of federal statistics on social, political and economic subjects. Describes sources of statistics for counties, metropolitan areas, cities and other geographical units. Arrangement is by subject.

[illegible] U.S. Bureau of the Census
Directory of Federal Statistics for Local Areas

[illegible] For the non-technical user, this directory is useful since it tells where to find it.

[illegible] U.S. Census Bureau
Statistical Abstract of the United States [illegible]

The basic statistical compendium of the United States. It keeps current most of the information which appears in the successful volume. Suitable selection of data from many sta[illegible] publications, both governmental or non-governmental.

[illegible] U.S. Economic and Environmental Business Administration
U.S. Industrial Outlook

Provides a compact view of the United's industry. It provides a basic package of basic current data on most manufacturing and service industries. It offers analysis, inter-industry comparisons and five-year forecasts.

[illegible] U.S. Presidency
Economic Report of the President, together with the Annual Report of the Council of Economic Advisers. [illegible]

Includes statistical tables on National income, population, employment, wages, productivity, production and business activity, prices, money stock, credit, finance, government finance, corporate profits and finance, agriculture and international statistics.

Monthly Statistical Periodicals

[illegible] U.S.
[illegible]
[illegible]

BCD, Business Conditions Digest
U.S. Bureau of the Census

Statistical information including charts emphasizing those leading cyclical indicators of most use in business analysis and forecasting.

[illegible] Economic power
on [illegible]
[illegible]
[illegible]

U.S. Board of Governors of the Federal Reserve System.
Federal Reserve Bulletin

Financial and business statistics for the U.S. and also for some international financial statistics. The activity of statistical processes are related to finance for the indexes of industrial production, employment, construction, cost of living, retail sales, and "Consumer Buying Preferences" are of general interest. The subscript products table is one of the more widely use [illegible]

146. (Latest year on QRS)
HD8051
.A78

U.S. Bureau of Labor Statistics
Monthly Labor Review

Includes statistics for employment and unemployment, labor turnover, hours and earnings, monthly consumer price indexes.

147. (Latest year on QRS)
HC101
.A186

U.S. Council of Economic Advisors
Economic Indicators

Statistical tables and charts of U.S. basic economic indicators. This publication is cumulated and amplified in the "Midyear Economic Review" and "Annual Economic Review" of the same council.

148. (Latest year on QRS)
HC1
.R1982

U.S. Dept. of Commerce
Survey of Current Business

One of the most useful sources for current business statistics. Includes statistics on general business indicators, commodity prices, construction and real estate; domestic trade; labor force; employment and earnings; finance; foreign trade; etc.

International Statistical Sources

149. (Latest in Ref.)
HA744
.S81

Canada. Bureau of Statistics
Canada Yearbook (Annual)

An annual review of economic, social and political developments in Canada.

Ask at Reference Desk

Country Files of Economic and Marketing Data

Each file contains the 3 following

150. C57.11

Overseas Business Reports

A series of reports on 100 countries. Many are "Market Profiles".

151. C57.11

Foreign Economic Trends and Their Implications for the U.S.

Reports about current economic situations and trends.

152. Govt. Documents
S1.123

Background Notes

7-8 page reports on about 100 countries. A very general survey of political, social, and economic data.

153. (Latest in Ref.)
HA1107
.E87

European Marketing Data and Statistics (Annual)

Provides comparative statistical tables on 25 countries including 8 in East Europe. In addition to the social and economic statistics data presented on the market size index, leading manufacturers, retailing, leisure and tourism, and growth trends

154. (Latest year in Ref)
HC59
.U525

International Economic Indicators (Quarterly)

Comparative economic statistics for the U.S. and seven leading economic powers. Section one has statements on the economic outlook. Section two compares quarterly changes in key indicators. Section three includes monthly, quarterly, and annual indicators in 114 tabulations. Section four lists sources and technical notes.

155. (Latest in Ref.)
HA42
.I56

International Marketing Data and Statistics

Statistical tables for 100 countries outside Europe on population, manpower, employment, natural resources, production, economy, standard of living, consumption, housing, health, education, and communications. See also:

156. (Latest in P.R.)

International Monetary Fund
International Financial Statistics (Monthly)

Statistics by country on: exchange rate, international liquidity, money and bank statistics, interest, prices, production, international transactions, government finance, daily exchange rates, exchange transactions, international reserves, changes in money, etc. are in comparative tables at front.

Other statistical publications of note on Foreign economic conditions and trends are:

157. Govt. Docs.
D101.22:
350-

Area Handbooks (U.S. Dept. of the Army)

Country reports on most countries of the world.

158. (Latest in Ref. QRS)
D2
.E832

Europa Yearbook (Annual)

An international encyclopedia on various countries of the world. Organizations for economic cooperation and development. (Name of country)
Country reports on OECD members.

159. (Latest in Ref.)
HA931
.C3

Statistical Abstracts of Latin America (Annual)

An annual statistical compilation of socio-economic statistics.

160. (Latest in Ref.)
QRS
HA42
.S72

United Nations Statistical Yearbook (Annual)

A basic reference work for statistics on all UN countries. Statistics cover: population, manpower, agriculture, production, mining, manufacturing, construction, energy, foreign trade, transport, communications, consumption, balance of payments, wages and prices, national accounts, finance, development assistance, health, housing, education, science and technology, culture. The Yearbook is updated by the United Nations Monthly Bulletin of Statistics (HC57.B8). The other U.N. Statistical publications of value are: The U.N. Demographic Yearbook (Latest in Ref. QRS), the U.N. Yearbook of International Trade Statistics (Govt. Docs. ST/ESA/STAT/SER. G/24/Add.1) and the U.N. Yearbook of National Accounts Statistics (Latest in Ref. HC79.I5U53)

161. Ref.
HC59
.W67

World Tables, 1976.

A statistical compendium packed with data from the World Bank files. Time series for a number of basic economic data are presented. Emphasis is placed on developing countries that are members of the bank. The three main categories of data are: Basic economic indicators for individual countries, derived economic indicators suitable for making comparisons, and demographic and social data.

XII. OPERATING RATIOS

To determine the source of ratios on your subject or industry check:

Indexes

Ref.
(QRS)
Z7164.F5R6
1976

Robert Morris Associates
Sources of Composite Financial Data A Bibliography. (1976).

Sources

162. Ask at Ref. Desk.

Dun and Bradstreet, Inc.
Key Business Ratios

Dun's Review also features ratios of 125 retailing, wholesaling, manufacturing, and construction lines. They usually appear in the September-December issues of each year.

163. Ask at Ref. Desk
HF5681
.B2R6

Robert Morris Associates
Annual Statement Studies

Financial and operating ratios for many manufacturing and non-manufacturing industries. Statistics are based on corporate activity July through June.

164. Ask at Ref. Desk
HG5681
.R25T68

Troy, Leo
Almanac of Business and Industrial Financial Rating

Financial and operating ratios for many manufacturing and non-manufacturing industries. Statistics are based on corporate activity July through June.

165. Ask at Ref. Desk. HF5681 .R25T7

Troy, Leo
Manual of Performance Ratios for Business Analysis and Profit Evaluation.

Ratios for 266 non-manufacturing manufacturing industries. Arranged by SIC numbers, with an alphabetical index of industries at the end.

166. Ref. HG4050 .U54

U.S. Federal Trade Commission.
Quarterly Financial Report for Manufacturing Corporations

Financial ratios of over 30 manufacturing industries by asset size, compiled by the FTA and Securities and Exchange Commission.

XIII. FACT BOOKS

Fact books are compendia of facts and figures relating to an industry or a service. This source features a wealth of statistical data, graphs, charts, reports, etc. Fact books are published on an annual basis so the data is kept up-to-date.

167. (Latest in Ref.) HD9710 .U5A8

Automobile Facts and Figures

168. (Latest in Ref.) HG2037 .C67

Credit Union National Association. Yearbook

169. (Latest in Ref.) HD9696 .A1E4

Electronic Market Data Book

170. (Latest in Ref.) HG8523 .I53

Insurance Facts

171. (Latest in Ref.) HE5623 .A1M6

Motor Truck Facts

172. (Latest in Ref.) HG4530 .M8

Mutual Fund Fact Book

173. (Latest in Ref.) HG2121 .533

Savings and Loan Fact Book

174. (Latest in Ref.) HE2713 .Y4 — Yearbook of Railroad Facts.

XIV. SELECTED LIST OF BUSINESS PERIODICALS (For a complete list ask for Reference list in Business and Economics No. 4)

Accounting Periodicals

175. HF5601 .A148 — Accountancy
Indexed in: Accountants' Index, Accounting Articles.

176. HF5601 .A16 — Accountant
Indexed in: Accountants' Index, Accounting Articles.

177. HG5601 .A19 — The Accountant's Digest

178. HF5601 .A28y — Accounting and Business Research
Indexed in: PAIS, Accounting Articles, Accountants' Index.

179. HF5601 .A3 — Accounting Forum
Indexed in: Accounting Articles, Accountants' Index.

180. HF5601 .A45 — The Accounting Review
Indexed in: BPI, Accounting Articles, Accountants' Index.

181. HF5601 .N36 — CPA Journal
Indexed in: BPI, Accounting Articles, Accountants' Index.

182. HF5001 .F55 — Financial Executive
Indexed in: BPI, Accountants' Index.

183. HF5601 .I58 — Internal Auditor
Indexed in: Accounting Articles, Accountants' Index.

184. HF5601 .J7 — The Journal of Accountancy
Indexed in: BPI, Accounting Articles, Accountants' Index.

185. HF5601 .N23 — Management Accounting
Indexed in: BPI, PAIS, Accounting Articles, Accountants' Index.

N.A.A. See Management Accounting.

The New York Certified Public Accountant. See CPA Journal

Advertising and Marketing Periodicals

186. A.) Mic 5003 — Advertising Age
Indexed in: BPI

187. HF5565 .C7 — Credit and Financial Management
Indexed in: BPI

188. HF5487 .A26 — Distribution Age See Distribution Manager

189. PN4700 .E4 — Editor and Publisher
Indexed in: BPI

190. HF5801 .J65 — Journal of Advertising Research
Indexed in: BPI

191. HF5801 .I5 — Industrial Marketing
Indexed in: BPI

192. HF5415 .A2J6 — Journal of Marketing
Indexed in: BPI, PAIS

193. HF5415 .A2J64 — Journal of Marketing Research
Index in: BPI

194. HF5437 .A2J6 — Journal of Purchasing
Indexed in: BPI, PAIS

195. HF5001 .J65 — Journal of Retailing
Indexed in: BPI, PAIS

196. HF5801 .P74 — Marketing/Communications
Ceased publication in Jan. 9, 1973

197. HF5001 .P8 — Purchasing
Indexed in: BPI

198. HF5438 .A34 — Sales Management
Indexed in: BPI

Business Law

199. Law — American Bar Association Journal
Indexed in: Leg. per., PAIS

200. HF1201 .A5 — American Business Law Journal
Indexed in: AI; FTA; BPI

201. HD2777 .A52 — Antitrust Bulletin
Indexed in: JOEL, Leg. per.

202. Law — Emory Law Journal
Indexed in: Leg. per., Soc. Sci. Cit. Ind.

203. HG8011 .I55 — Insurance Law Journal
Indexed in: Leg. per., Soc. Sci. Cit. Ind.

204. Law — Journal of Air Law and Commerce
Indexed in: Leg. per., PAIS

205. HD7833 .L24 — Labor Law Journal
Indexed in: BPI, EA, FTA, MR

206. HN51 .L4 — Law and Contemporary Problems
Indexed in: AI

207. Law — Tax Law Review
Indexed in: Leg. per., PAIS

Business Periodicals

208. HF5001 .B7 — Business and Society
Indexed in: PAIS

209. HF5001 .B78 — Business Horizons
Indexed in: BPI, PAIS

210. HF5001 .B8 — Business Week
Indexed in: BPI, PAIS, RG

211. HF1 f.D8 — Dun's Review
Indexed in: BPI, RG

212. HF5001 .H3 — Fortune
Indexed in: BPI, RG, PAIS

213. HF5001 .H3 — Harvard Business Review
Indexed in: BPI, PAIS, Psych. Abstract, RG

214. HF5001 .J6 — Journal of Business
Indexed in: BPI, Journal of Economic Literature, PAIS

215. HF1 .N4 — The Nation's Business
Indexed in: BPI, RG

Finance Periodicals

216. HF1501 .B5 — Banking
Indexed in: BPI, PAIS

217. HG1 f.B3 — Barron's
Indexed in: BPI

218. HG1 .B8 — Burrough, Clearing House
Indexed in: BPI

219. HG1 f.C7 — The Commercial and Financial Chronicle
Indexed in: BPI

220. HG2401 .A5 Latest Yr. Ref.(QRS) — U.S. Board of Governors of the Federal Reserve System
Federal Reserve Bulletin
Indexed in: BPI, PAIS

221. HG3881 .F85 — Finance and Development
Indexed in: PAIS

222. HG4501 .F46 — Financial Analyst Journal
Indexed in: BPI

223. HF5001 .F55 — Financial Executive
Indexed in: BPI, PAIS

224. HG4501 .F7 — Financial World
Indexed in: BPI

225. HG1 .J68 — Journal of Finance
Indexed in: BPI

226. HG4501 .M2 — The Magazine of Wall Street
Indexed in: BPI

Industry Periodicals

227. en TL1 f.A9 — Automotive Industries
Indexed in: Appl. Sci. & Tech. Index, BPI, Engineering Index

228. ch TP1 .C37 — Chemical Week
Indexed in: BPI

229. HD9715 .A1C6 — Construction Review
Indexed in: BPI, PAIS

230. Pharm — Drug and Cosmetic Industry

231. en TA1 f.E62 — Engineering News Record
Indexed in: Appl. Sc. and Tech. Index, BPI. Engineering Index

232. T58 f.A2F25 — Factory: changed title to Modern Manufacturing
Indexed in: BPI, Engineering Index

233. TS800 .F6 — Forest Industries
Indexed in: Biological and Agriculture Index

234. HC107 .A13I33 — Industrial Development and Manufacturers Record
Indexed in: BPI, PAIS

235. TJ1 .I42 — Industrial Distribution

236. TS300 f.I76 — Industry Week

Insurance Periodicals

237. HG8011 .B4 — Best's Review. Property-liability edition.

238. HG8011 .B42 — Best's Review. Life health edition.

239. HG8011 .B87 — Business Insurance

240. HG8011 .I46 — Insurance

241. HG8011 .I48 — Insurance Advocate

242. HG8011 .I5 — Insurance Council Journal
Indexed in: Index to Legal Periodicals

243. HG8[illegible] .I5[illegible] — Insurance Index

244. HG80[illegible]1 .I55 — Insurance Law Journal

245. HG8011 .I58 — International Insurance Monitor

246. HG8011 f.N3 — The National Underwriter
Indexed in: BPI

247. HG8011 .N27 — Risk Management

Labor and Labor Relations Periodicals

248. HD8055 .A5A2 — The American Federationist
Indexed in: PAIS

249. HF5549 .A216 — Industrial and Labor Relations Review
Indexed in: BPI, Journal of Economic Literature, PAIS, Soc. Sci. and Hum. Index.

250. HD4811 .I65 — International Labour Review
Indexed in: Soc. Sci. & Hum. Index, PAIS

251. P.R. — Labor (current 3 months only are kept)

252. HD7833 .L24 — Labor Law Journal
Indexed in: PAIS, Index to Legal Periodicals

253. HD8051 .A78 Latest Yr. Ref.(QRS) — U.S. Bureau of Labor Statistics Monthly Labor Review
Indexed in: BPI, PAIS, RG

Management Periodicals

254. HD28 .A2 — Academy of Management. Journal
Indexed in: PAIS

255. HF5500 .A202 — Administrative Management
Indexed in: BPI

256. HD28 .A25 — Administrative Science
Indexed in: BPI, Econ. Abstracts, PAIS, Psychological Abstracts.

257. T58 .A2A2 — Advanced Management Journal See S.A.M.

258. HD28 .C2 — California Management Review

259. HD28 .I47 — Industrial Management
Indexed in: BPI, PAIS

260. HD28 .M43 — Management Advisor Ceased publication in 1974

261. P.R. — Management Consultant Ceased in 1974

262. HD28 .M27 — Management Controls

263. HD28 .M285 — Management International

264. Ref. HD28 .M35 — Management Research

265. T58 .A2M33 — Management Review
Indexed in: BPI, Psychological Abstracts.

266. HD28 .M4 — Management Science

267. HD28 .M43 — Management Services

Operations Research and Management Science

268. HA1 .A6 — American Statistical Association Journal
Indexed in: BPI, IAOR

269. HD69 .D4D42y — Decision Sciences
Indexed in: AI, IAOR, MR

270. en Library — Industrial Mathematics
Indexed in: Engineering Index

271. [illegible] Interfaces
.I553 Indexed in: SI, MR

272. HF5415 International Journal of Physical Distribution
.7 Indexed in: A, IACR
.I55

273. TS155 International Journal of Production Research
.A1184 Indexed in: SCR

274. HD28 Management Science
.M6 Indexed in: SCR, AI, BPI, MR, PMA

275. Math Mathematical Programming
QA264 Indexed in: SCR
.M33

276. Q175 Operations Research
.O6 Indexed in: A, BPI, IACR

277. Q175 Operations Research Quarterly
.O57 Indexed in: SI, Engineering Index, Social Science Citation Index, IAC

278. Math SIAM Review
QA1 Indexed in: SCR
.S22

279. TA190 Transportation Science
.T73 Indexed in: Engineering Index, IACR

XV. LOOSE LEAF SERVICES

The library subscribes to a number of loose leaf services. Loose leaf services have two basic characteristics not found in other types of publication. First, their format permits the user of the service to remove obsolete pages and insert new pages in their place, thus keeping the information continuously up to date, second, consolidation of all available information on a subject in a given service enormously reduces research time.

The services the library receives are mainly in taxation, labor-employer relations, and government regulation of business.

To locate the service most pertinent to your needs check:

280. Ref. Directory of Business and Financial Services 1976
QHB
HF5003 A directory lists services with a description of each.
.B3

It also includes a subject index to reviews. The More Law Library has a good collection of reviews.

For detailed information U.C.'s issue list reviews, check Reference List in Business and Economics No. 3.

XVI. DISSERTATIONS

Are very useful tools especially to doctoral candidates when searching for unpublished research in order not to duplicate existing research.

Doctoral dissertations submitted to various departments of U.C. can be found in the card catalog under Cincinnati - University.--Theses. Ph.D. (year) Dissertations Abstracts can be ordered from Xerox University Microfilm. Periodicals has portable microfilm readers for loan. Also, the Interlibrary Loan office, Room 308 Central Library, provides loan service of dissertations from other universities in the U.S.

281. Ref. AS30 .M51y

Comprehensive Dissertation Index 1861-1972. (The subject indexes for business and economics are volumes 14 and 26).

This 37 volume set is the most comprehensive listing of dissertations to be compiled in one single source. In the two volumes on business and economics the entries are arranged by the subject. However, indexing is by key word.

282. Ref. AS30 .M5

Dissertation Abstracts International.
Section A: The Humanities and Social Sciences.
Section B: The Sciences.

A monthly compilation of dissertations submitted to xerox by around 300 colleges and universities. Each entry is abstracted by the author approximately 600-words.

Additional sources for locating dissertations are:

283. Academy of Management Journal
Most issues.

284. Accounting Review
January issue

285. American Economic Review
December issue.

286. Journal of Business (University of Chicago)
January issue.

287. Journal of Economic History
March of each year.

288. Journal of Finance
Most issues.